Accessing the STARS Statement of Net Position Report

1. To access STARS go to the website: http://crinfo.doe.gov/officedocs/cf40/stars/ and click on STARS Production (STRS).
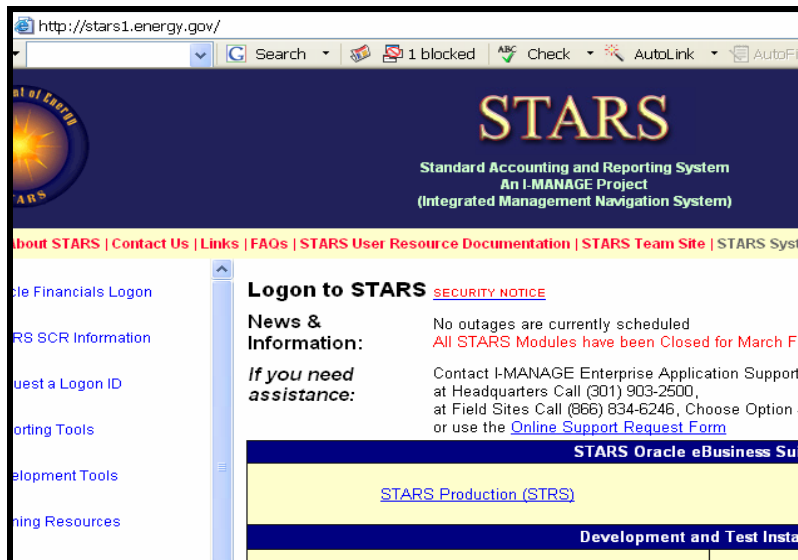
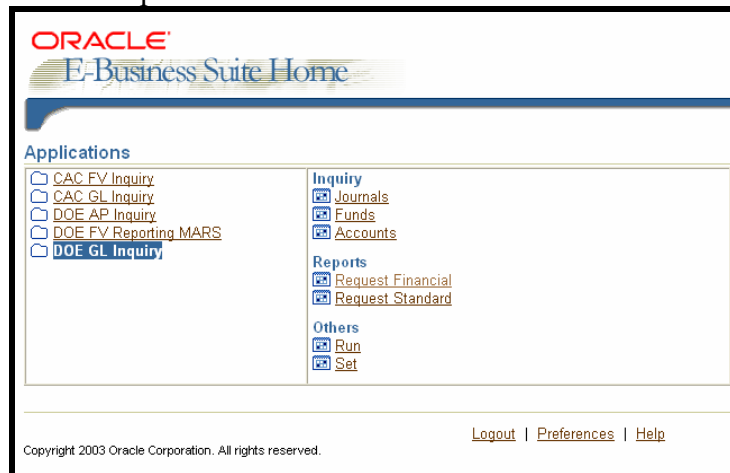2. You will get the login screen as shown below. You must click on the Login button
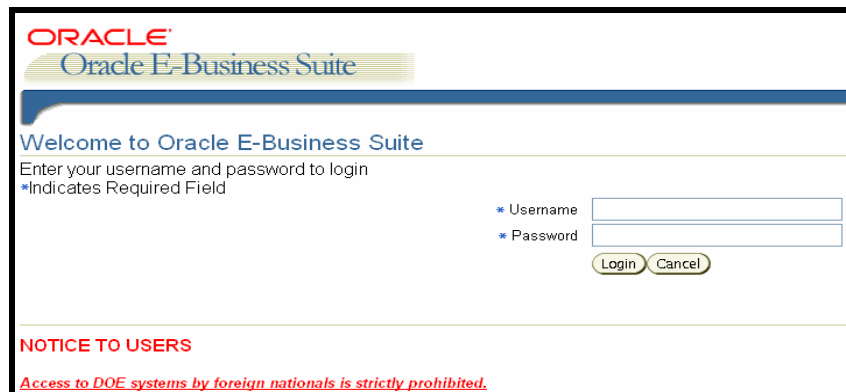
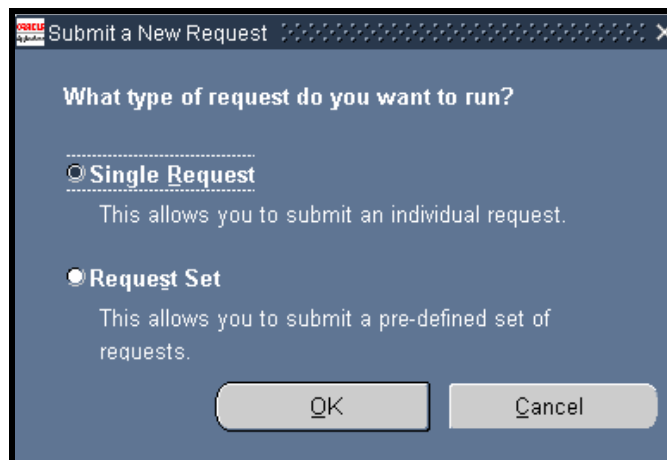3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

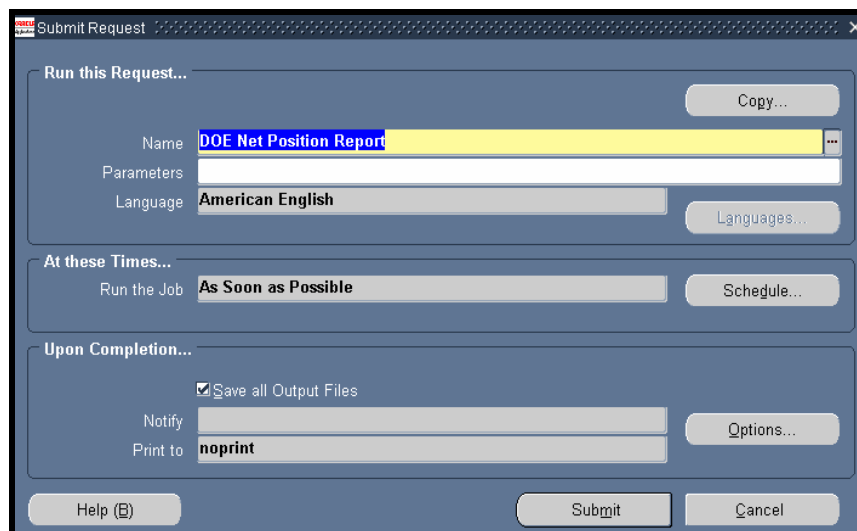# Accessing the STARS Statement of Net Position Report

Under "Reports" click on Request Standard.

4. Ensure that the "Single Request" radio button is selected on the Submit a New Request screen and click OK.

5. Enter "DOE Net Position Report" in the name field. Press Tab.

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6. **DO NOT CLICK ON THE CLEAR BUTTON** because the Row and Totals Value Set and the Summary Table Loaded Thru will not change. You will fill in the following Parameters:
   a. Period Name "MAR-06". Press Tab five times.
   b. Enter your allottee in the "Allottee – Low" box. The "Allottee – High" box is automatically populated. Allottee 01 is used as a sample.
   c. The Show Consolidated Schedules field is ONLY used by HQ to get a more detailed report tab to or click in the field you want. See step D below.

   d. To utilize other options click on the ellipsis (…) box to get the LOV (List of Values). You can group your report by Funds, Reporting Entity and or have Lines Breakdown by SGL (this option appears after you tab past the Group sort). If you list all funds for your allottee there with be a summary total page that follows.

7. Press OK. This will take you back to the Submit Request screen.

8. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.

9. Click on the View Output button after the report Phase indicates "Completed" and the Status is "Normal".

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10. Click File, Save As and change the file to .txt and name it View Log for Allottee 01 (your allottee).
11. You can save your report as a text file. See instructions below on saving report as a text file.
12. On the Request screen click View Output. Below is what a copy of the net cost report will display as.
13. Click File on the menu bar and select Save As.